

# **Waddell School Governance Council:**

## **Bylaws**

*Last amended: June 1, 2015*

*Approval: June 1, 2015*

### **Preamble**

It is the policy of the Manchester Board of Education to endorse and support parent, staff, student and community involvement in school governance. It is the intent of the Board that every school will have a School Governance Council that enables parents, school staff, and community to work together in facilitating quality educational plans that engender continuous improvement of student achievement. It is the responsibility of the Principal to develop and maintain effective organizational structures and processes for advisement in the school in conjunction with the School Governance Council.

### **Article I: Name**

The name of this Committee is the Waddell School Governance Council, hereinafter referred to as the "Council" organized under the authority of the state reform law, Public Act 10-111, as codified in Section 21(g).

### **Article II: Purpose**

Recognizing the importance of communication and participation of parents, school staff and community leaders to improve student achievement in the efforts to educate our children, the Council establishes as its purpose the support of Waddell School. The Council shall work to support educational efforts of the school by working in a spirit of cooperation with school staff and administration to improve student achievement and performance, provide support for teachers and administrators, and bring parents, staff, students and community leaders into the school based decision-making process by working on education issues. The Council shall endeavor to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and role, and share ideas for continuous school improvement.

### **Article III: Membership**

#### **Section 1**

##### ***Number and Qualifications***

The Council shall represent the diverse interests of the families and staff that make up the local school community. Every effort, therefore, shall be made to engage broad participation in the Council election process.

To meet statutory requirements, the Council will consist of fifteen (15) voting members plus one nonvoting member. The following tables describe the members, the number of members and how members are selected.

Members of the Council shall include:

- a. Seven (7) parents or guardians of students currently enrolled in Waddell Elementary School as voting members (excluding parents/guardians who are also employed at the school). Parents or guardians who are employed by the Board of Education, but not assigned to Waddell School are eligible to serve. Parents nominated for Council membership must have a child enrolled in the school for the current school year (or for the next school year in the case of May/June elections) to be included on the ballot.
- b. Five (5) teachers at the school as voting members.
- c. One (1) Family Resource staff member as voting member.
- d. Two (2) community leaders within the school District as voting members.
- e. One (1) Principal of the school or his/her designee as a non-voting member.

In the event that a voting member is expected to be absent from a council meeting, he/she may send an alternate to the meeting to represent views. The alternate will not assume voting rights.

## **Section 2**

### ***Term of Office/Tenure***

- a. In an effort to maintain consistency during the upcoming years of school facility transition, voting members will remain in position until Waddell School is housed in the “swing space” at the 5th Grade Academy. Elections for the committee will commence the following fall. In order to avoid having the terms of all Council members expire at the same time, the first elections in the “swing space” shall create staggered terms of office, with an opening of 4 parent/guardians and 2 teachers. A lottery system shall be used to establish the openings.
- b. After the 1st elections in the “swing space”, voting members shall serve for a term of two years. No voting member of the Council shall serve more than two terms.
- c. The term of office for all Council members shall begin November.

## **Section 3**

### ***Resignation***

Any Council member may withdraw from the Council by

- delivering to the Principal or the Chairperson or Secretary of the Council a written resignation, or
- by giving verbal resignation during a regular meeting of the Council.

Such verbal or written notice of the resignation shall be recorded in the official meeting minutes.

## **Section 4**

### ***Removal***

Any member of the Council, who is no longer active, excluding the Principal, may be removed by an affirmative vote of a majority of the Council’s voting members at a regular or called meeting of the Council. A member of the Council shall be deemed to be inactive if the member has missed three (3) consecutive meetings of the Council. The Council shall determine the effective date of the removal. Furthermore, any member of the Council who has violated the Council’s “Code of Conduct” may be

removed from the Council. Such removal shall be by an affirmative vote of membership of the Council at any regular or called meeting of the Council.

## **Section 5**

### ***Compensation***

Council members shall not receive any remuneration to serve on the Council or its committees.

## **Section 6**

### ***Vacancy***

The office of Council member shall be automatically vacated:

- If a member resigns,
- If a member is removed by action of the Council pursuant to Article III, Section 4 of these Bylaws, or
- If a member no longer meets the qualifications for membership specified by these bylaws.

Any vacancy on the Council will be filled for the remainder of the un-expired term utilizing the election process. An election within the electing body for a replacement to fill the remainder of an unexpired term shall be held within sixty (60) days of the date of the resignation, removal, or disqualification; unless there are ninety (90) days or less remaining in the term in which case the vacancy will remain unfilled until a replacement is selected by normal election/appointment processes as stated in these Bylaws.

## **Article IV: Selection Process/Election of Members**

### **Section 1**

#### ***Selection Process***

- a. The parent/guardian members (7) of the Council shall be elected by the parents or guardians of students attending the school. Each household with a student attending the school will have one vote per student.
  1. The school Principal may enlist an **election committee** to assist in conducting the election. The committee would:
    - Schedule dates,
    - Post announcements,
    - Collect nominations,
    - Set up, administer in, and oversee the election process, and
    - Formally announce the results.
  2. The teacher members (5) of the Council shall be elected by the teachers of the school.

3. The community leaders (2) of the Council shall be elected by the parent/guardian members, Family Resource staff member and teacher members of the Council.

## **Section 2**

### ***Election Process***

A valid election process should include the following activities:

#### **1. Election Meeting**

- The Principal may conduct election meetings to assist in conducting the election – schedule dates, post announcements, collect nominations, tally votes, set up and administer the voting itself and formally announce the results.
- The election meetings should represent the diversity of the school and be unaffiliated with any potential candidates.
- The final decision shall be made by the end of October.

#### **2. Call for Nominations for Parents and Teachers**

- A call for nominations should be sent to all parents or guardians in the school to nominate themselves or other parents or guardians for the available positions on the Council. Every effort shall be made to provide nomination and election material in a language they understand.
- A parent is a person who is the natural, adoptive or stepparent of a child enrolled in the school and includes those people acting as legal guardian or register custodian of the child, such as grandparents.
- A call for nominations should also be sent to all teachers to nominate themselves or others for the five positions on the Council. *(The teachers at a given school shall be responsible for selecting their representatives to the Council. A nomination process should be conducted followed by a ballot. Teachers are those certified staff members who perform the majority of their duties in a teaching capacity at that school. Paraprofessionals are not eligible to serve as teacher members of the Council.)*
- The election meeting personnel shall verify that those nominated are eligible and willing to serve.

#### **3. Voting**

- The ballot for the parent election should be distributed to each household. The ballot for the teacher election shall be distributed to all teachers.
- The ballot for the parent election shall be sent to each household via the School Communication Folder.
- If more than one family resides at the same location, each family should be sent their own ballot.
- Parents/guardians are eligible to vote for parent representatives. A household can cast a vote for each open parent seat on the Council.

- To ensure maximum participation, parents and teachers should be given sufficient time and multiple opportunities to cast their ballot – whether through dropping the ballot off at the school office or including in the School Communication Folder.
- If the number of candidates is less than or equal to the number of positions, the voting process must still be followed. The full membership of the Council shall be completed by repeating the process of soliciting nominations and holding a second election.

#### **4. Results**

- Immediately following the election, ballots should be counted with supervision at the election meeting.
- The Principal should announce the results and post the new membership of the council on the school's website.

#### **5. Community Members of the Council**

- After the parent and teacher members are elected by their representative groups, they shall then elect the community members who will serve on the Council.
- A community member shall be anyone who resides in the school district or has a business or civic interest in the area. The parent and teacher representatives shall determine a process for soliciting interest from community members.
- Community members are defined as community leaders of influence in each community, including, but not limited to, religious leaders, non-profit leaders and business leaders.

#### **6. Principal**

- The Principal shall participate directly as a nonvoting member of the Council or name a designee to the Council.
- The role of the Principal in terms of authority and responsibility for school management is not changed by the institution of this Council. Ultimately, the Principal is responsible and accountable to the Superintendent of Schools.

### **Article V: Officers/Responsibilities/Election/Term of Office**

#### **Section 1**

##### ***Officers***

1. The officers of the school site Council shall be a Chairperson, Vice-Chairperson, Secretary, and other officers the Council may deem desirable.
2. The **Chairperson** shall:
  - Preside at all meetings of the Council.
  - Prepare an agenda for each meeting and publically post the agenda on the bulletin board in the school entry hall and on the school's website in advance of each meeting of the School Governance Council.
  - Sign all letters, reports and other communications of the Council.

- Perform all duties incident to the office of the Chairperson.
  - Have other such duties as are prescribed by the Council.
3. The **Vice-Chairperson** shall:
- Represent the Chairperson in assigned duties.
  - Substitute for the Chairperson in his or her absence.
  - Perform such other duties as to be assigned by the Chairperson or the School Governance Council.
4. The **Secretary** shall:
- Act as clerk of the Council with the support of co-secretaries.
  - Keep minutes of all regular and special meetings of the school site Council, including attendance, summary reports, and all votes.
  - Transmit true and correct copies of the minutes of such meetings to members of the Council.
  - Provide all notices in accordance with these bylaws. (give or cause to be given notice of all meetings of the Council.)
  - Be custodian of the records of the Council.
  - Keep a register of the names, addresses and telephone numbers of each member of the Council and others with whom the Council has regular dealings, as furnished by those persons.
  - Perform other such duties as are assigned by the Chairperson or the Council.

## **Section 2**

### ***Election of Officers and Terms of Office***

1. The officers shall be elected annually, at the first meeting of the Council and shall serve for one year, or until each successor has been elected.
2. A vacancy in any office at any time and from any cause shall be filled for the unexpired term at the next meeting of the Council. A Council member does not have to be present at a meeting in order to be elected as an officer.
3. Officers may be removed from office by a two-thirds vote of all the members of the Council.

## **Article VI: Duties of Council Members**

The members of the Council are accountable to their constituents and shall:

- Maintain a school-wide perspective on issues.
- Regularly attend and participate in Council meetings.
- Participate in information and training programs.
- Act as a link between the Council and the community.
- Encourage participation of parents and others in the school community.

## **Article VII: Council Responsibilities**

### **Section 1**

#### ***Mandatory Advisory Capacity Responsibilities by Statute***

School Governance Councils serve in an ***advisory*** capacity and shall assist the school administration in the areas listed below:

- analyze school achievement data and school needs as they relate to the school's improvement plan;
- review the fiscal objectives of the school's draft budget and advise the Principal before the budget is submitted to the Superintendent;
- participate in the hiring process of the school Principal or other administrators of the school by conducting interviews of candidates and reporting on such interviews to the Superintendent of Schools for the school district and the local and regional Board of Education;
- assist the Principal in making programmatic and operational changes to improve the school's achievement;
- develop and approve a written school parent involvement policy that outlines the role of parents and guardians (Note: *Schools that receive federal Title 1 funds are required to have a parent involvement policy developed jointly with, approved by, and distributed to parents. A school's Title 1 parent involvement policy can serve the purpose of the policy required under this section.*); and
- work with school administrators in developing and approving a school compact for parents, legal guardians, and students that outlines the school's goals and academic focus identifying ways that parents and school personnel can build a partnership to improve student learning. (Note: *Schools that receive federal Title 1 funds are required to have a school-parent compact, developed with parents. A school's Title 1 compact can serve the purpose of the compact required under this section.*)

### **Section 2**

#### ***Optional Additional Responsibilities***

In addition to its statutory required responsibilities, the Council may:

- assist in developing and reviewing the school improvement plan and advise the Principal before the report is submitted to the Superintendent of Schools;
- work with the Principal to develop, conduct, and report the results of an annual survey of parents, guardians, and teachers on issues related to the school climate and conditions; and
- provide advice to the Principal on any other major policy matters affecting the school, except on matters relating to collective bargaining agreements between the teachers and the Board of Education.

## **Section 3**

### ***Limitations Placed on the Advisory Function***

In addition to School Governance Councils' responsibilities, it is also important to recognize the limits of its advisory function. The duties of School Governance Councils do not entail activities including, but not limited to:

- managing the school;
- supervising staff;
- entering into contracts or purchase agreements;
- discussing individual issues between teachers and students and/or parents;
- determining student eligibility for school admission; or
- determining class allocations or student assignments.

## **Section 4**

### ***Reconstitution of School***

1. After being in place for three years, the Council may vote to recommend that a school be reconstituted using one of the following models for reconstitution:
  - Turnaround
  - Restart
  - Transformation
  - CommPact School
  - Innovation School
  - Any other model developed under federal law
2. However, the Council cannot vote to reconstitute a school if it was already reconstituted for another purpose, such as (1) the school was already reconstituted as a result of receiving a federal school improvement grant that was contingent on reconstitution; or (2) a reconstitution of the school was initiated by another source, such as the State Board of Education or the local or regional Board of Education.
3. The Board of Education shall within ten (10) days of receiving a recommendation from the Council for reconstitution hold a public hearing to discuss the vote of the Council. At the next regularly scheduled meeting of the Board of Education or ten days after the public hearing, whichever is later, the Board shall conduct a vote to accept the model recommended by the Council, select an alternate model or maintain the current school status. (*Other time lines are established in the statute regarding an alternative model chosen by the Board of Education and required discussions and the role of the Commissioner of Education.*)

## **Article VIII: Meetings of the Council**

### **Section 1**

#### ***Meetings***

The Council shall meet a minimum of six (6) times during a school year. Special meetings of the Council may be called by the Chairperson, the Principal, or by a majority vote of the Council. The



Council shall prescribe the time, place and dates of its regular meetings. The schedule of the regular meetings shall be available to the general public via the school web site. The annual schedule of regular meetings shall be established at the Council's meeting held in November.

All required notices of meetings shall be adhered to for all called meetings.

The meetings of the Council are subject to the provisions of the Connecticut Freedom of Information Act, Connecticut General Statutes Section 1-200 et. seq.

## **Section 2**

### ***Place of Meetings***

All official meetings of the Council shall be held at Waddell Elementary School in a location determined by the Principal.

Training meetings provided by the Board of Education may be held at any location designated by the Superintendent or his/her designee.

All meetings of the Council shall be open to the public unless specifically exempt under the Freedom of Information Act.

### ***Notice of Meetings***

Written public notice shall be given of all meetings at least 72 hours (3 days) in advance of the meeting. Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: school website and Principal's monthly school communication.

All required notices shall be delivered to Council and committee members no less than 72 hours, and no more than 10 days in advance of the meeting, personally or by e-mail.

## **Section 4**

### ***Quorum***

A majority of the voting members of the Council members shall be necessary to constitute a quorum for the transaction of any business.

## **Section 5**

### ***Agendas***

The Council shall establish procedures by which parents, community members and teachers can have items placed on the agendas of Council meetings. These procedures shall not present any unreasonable hindrances for parents, community members or teachers who wish to place items on the agendas.

## **Section 6**

### ***Conduct of Meetings***

Meetings of the Council shall be conducted in accordance with *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or state law, or an adaptation thereof approved by the Council.

## **Section 7**

### ***Meetings Open to the Public/Public Participation***

All meetings of the Council, and of committees established by Council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section 3 of this article.

Comments by parents/guardians, community members or staff not on the Council will be permitted concerning any subject that lies within the jurisdiction of the Council shall be as follows:

1. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
2. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Council meeting.
3. The Council, by a majority vote, decides to cancel or extend the 20 minutes allotted per item of the agenda.
4. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Council member or individual employee of the Board of Education, whether named or not.

## **Section 8**

### ***Voting Rights***

Each voting member of the Council is entitled to one vote and may cast that vote on any matter submitted to a vote of the Council. Absentee ballots shall not be permitted.

## **Section 9**

### ***Minutes/Documents***

The minutes of each Council meeting shall be recorded by the Secretary and shall include the names of the members present, a description of each motion or other proposal made, and a record of all votes. Each Council member shall receive a copy of the Minutes with the agenda for the next regular meeting, at which the Minutes shall be approved.

Minutes shall be made available to the public at the School office. A draft version of the Minutes shall be available at the school office within seven days after each meeting, excluding any Saturday, Sunday or legal holiday. All votes taken at any meeting of the Council must be recorded and made available for public inspection within 48 hours of the meeting. The Minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

All documents created or maintained by the Council are subject to the provisions of the Connecticut Freedom of information Act.

#### **Article IX: Amendments**

These Bylaws may be amended at any meeting of the Council, provided that the amendments have been submitted in writing at the previous council meeting and are not inconsistent with applicable federal or state law, or Board of Education policy.

#### **Article X: Immunity**

The Council shall have the same immunity as the Board of Education in all matters directly related to the function of the Council.

#### **Article XI: Conflict of Interest**

No member of the Council or officer shall have an interest in any contract with the school district, affiliated with the school district unless such interest is specifically permitted by statute.

*“Interest”* shall mean pecuniary or material benefit accruing to a Board of Education member, officer or employee or their relatives resulting from a contractual relationship with the school system.

#### **Article XII: Training**

The statute (P.A. 10-111, Section 21(g)) requires the Board of Education to provide appropriate training and instruction to members of the Council to aid them in the execution of their duties, as described in these bylaws. (An option open to boards of education is the utilization of Title I parent involvement funding, where applicable, to support the work of the Council.)

The Board of Education and the School Principal shall assist each new Council member to become familiar with and to understand the Council’s functions, bylaws, and procedures.

The Council shall be responsible for the training of individuals elected and/or chosen to a subsequent Council.

#### **Article XIII: Relationship to Parent Organization**

The Council shall establish procedures by which there shall be close and continual communication with the school’s parent organization (PTA). This procedure shall be developed in cooperation with the parent organization.

#### **Article XIV: Termination of Council**

Only Boards of Education with a low achieving school due to failing to make adequate yearly progress in mathematics and reading at the whole school level are required to have a Council. Current law does not contain any provision for ceasing the operation of a Council.